

S E C R E T

SUPPORT SERVICES COURSE NO. 2  
FIRST WEEK (1000 Glebe - Room 803)

Monday, 25 October 1965

0830-0930 Description of the Course, Administration  
and Security Briefing, Pre-test

[REDACTED]  
Office of Training  
Chief Instructor

25X1

25X1

0930-1030 Reading -

[REDACTED]

1030-1130 Introductory Presentation. The Role of  
Support in an Intelligence Agency. The  
DDS describes what he expects of the  
Career Trainees and gives them some idea  
of what they have to look forward to with  
a career in the Support Services.

Robert L. Bannerman  
Deputy Director for  
Support

1140-1230 The Role of the Support Officer in the

[REDACTED]

[REDACTED]  
Special Support  
Assistant to the DDS

25X1

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1330-1400 Introduction to Management Training

Management Training  
Faculty

1400-1430 Briefing for Pre-work on Managerial  
Grid

Management Training  
Faculty

1440-1700 The Communications Process  
(Lecture, film, exercise)

Management Training  
Faculty

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Tuesday, 26 October 1965

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|-----------|---|--|------|
| 0830-0930 | Legal Aspects of CIA Administration.<br>Brief Summation of legislation affecting<br>CIA support. Cite cases to illustrate<br>OGC's involvement in operational support<br>matters.                       | <div></div><br>Associate General<br>Counsel          | 25X1 |
| 0940-1010 | Inspection Activities of the Inspector<br>General's office. Role of the Inspection<br>Staff in assessing the support elements<br>of the Agency with particular emphasis<br>on field support activities. | Scott Breckinridge<br>Office of Inspector<br>General |      |
| 1010-1050 | The Audit Function, Areas of Responsibi-<br>lity of the Audit Staff. How the auditor<br>can aid the support officer.  | <div></div><br>Chief, Audit Staff                    | 25X1 |
| 1100-1200 | CIA Personnel System in the Framework of<br>the Federal Personnel System. Evolution<br>of the Federal Personnel System. Concepts<br>of personnel management as applied to CIA.                          | Emmet D. Echols<br>Director of Personnel             |      |
| 1300-1330 | Film - Motivation Through Communication   | Management Training<br>Faculty                       |      |
| 1330-1430 | Developing Patterns in Management   | Management Training<br>Faculty                       |      |
| 1440-1500 | Turn in MG Set I<br>Receive MG Set II   | Management Training<br>Faculty                       |      |
| 1500-1700 | MG Set II (Individual Work)   |  |      |

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Wednesday, 27 October 1965

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|------|-----------|---|--|------|
|      | 0830-0930 | Introduction to the Office of Personnel.<br>Brief description of the organization of<br>OP, personnel policies, capabilities of<br>OP. Personnel Statistics, graphic descrip-<br>tion of personnel, characteristics,<br>qualifications. | <div style="border: 1px solid black; width: 150px; height: 1.2em; margin-bottom: 0.2em;"></div> Deputy Director of<br>Personnel                | 25X1 |
| 25X1 | 0930-1010 | <div style="border: 1px solid black; width: 380px; height: 1.2em;"></div>   |  |      |
|      | 1010-1050 | CIA Career Service System, Concepts,<br>Policies and Structure  | <div style="border: 1px solid black; width: 120px; height: 1.2em; margin-bottom: 0.2em;"></div> Chief, Personnel<br>Operations Division,<br>OP | 25X1 |
|      | 1100-1200 | Introduction to the Office of Security.<br>Brief description of the organization of<br>OS. Description of CIA security policies<br>and capabilities, particularly those<br>which relate to the CIA support officer.                     | <div style="border: 1px solid black; width: 150px; height: 1.2em; margin-bottom: 0.2em;"></div> Acting Director of<br>Security                 | 25X1 |
|      | 1300-1700 | Visit to Support Offices  |  |      |

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Thursday, 28 October 1965

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|-----------|---|---|------|
| 0830-0930 | Introduction to the Office of Finance.<br>Brief description of the organization<br>of OF. Discussion of major programs,<br>policies and capabilities of OF.                     | Robert H. Fuchs<br>Director of Finance            |      |
| 0940-1040 | Introduction to the Office of Logistics.<br>Brief description of the organization<br>of OL. Discussion of major logistical<br>programs and capabilities.                        | <div></div><br>Chief, Procurement<br>Division, OL | 25X1 |
| 1050-1150 | Introduction to the Office of Medical<br>Services. Brief description of organi-<br>zation and functions. Description of<br>programs, capabilities and activities<br>of the OMS. | <div></div><br>Office of Medical<br>Services      | 25X1 |
| 1300-1600 | Team Exercise in Coordination and<br>Communication  | Management Training<br>Faculty                    |      |
| 1600-1700 | MG Set II (Individual Work)   |   |      |

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Friday, 29 October 1965

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|-----------|--|--|------|
| 0830-0930 | CIA Records Management Policies  | <div></div><br>Chief, Records<br>Administration Staff                | 25X1 |
| 0940-1040 | Office of Budget, Program Analysis<br>and Manpower. A description of how the<br>top level of the Agency uses fiscal and<br>manpower controls in their exercise of<br>management. | <div></div><br>Office of Budget,<br>Program Analysis and<br>Manpower | 25X1 |
| 1050-1200 | Quiz and critique  | <div></div>  | 25X1 |
| 1300-1400 | Perception - lecture, film, exercise   | Management Training<br>Faculty                                       |      |
| 1400-1500 | Summary - Introduction to Managerial<br>Grid Week  | Management Training<br>Faculty                                       |      |
| 1500-1700 | MG Set II (Individual Work)  |  |      |

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